OTR 79-1045

24 JUL 1979

MEMORANDUM FOR: Deputy Director for Administration

FROM: Donald E. Smith
                  Director of Training

SUBJECT: Intake of Career Trainees

1.   Action Requested: You are requested to concur in
a new arrangement to enter on duty Career Trainees (CTs)
four times annually in place of the present twice-annual
intake.

2.   Background: For many years Career Trainees have
entered on duty in mid-summer and early winter. This arrange-
ment presents problems to the Office of Training (OTR) at
this point. Processing of Career Trainees to come aboard in
two large groups a year exerts considerable strain on the
Career Training Staff and the OTR Intelligence School which
is responsible for orientation training; this strain would
be alleviated if more frequent, smaller groups of CTs were
entered on duty. The same consideration applies to the
Offices of Personnel, Medical Services, and Security which
are heavily involved in the Program. A second argument in
favor of smaller and more frequent intakes is that a pro-
spective CT will not have to wait as long to enter on duty
and thus is less likely to change his or her mind about
working for the Agency.

     Four EOD dates per year would require two additional
runnings of Orientation for Career Trainees (OCT), but this
is within present OTR capacity. Operations training would
not be affected, and virtually all CTs would have interim
assignments.

3.   Recommendation: Inasmuch as Career Trainees
slated for your Directorate are carried on your payroll and
Position Control Register, your concurrence to enter Career
Trainees in four groups annually in place of the present two
groups is requested.

                    /s/ Donald E. Smith
                    Donald E. Smith

Administrative-Internal Use

SUBJECT: Intake of Career Trainees

/s/ Don Wortman

CONCUR: _____
          Deputy Director for Administration

          30 JUL 1979

DATE: _____

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   Orig - Return to DTR
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